

BROOKLAND PARISH COUNCIL

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MINUTES 165

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 16 July 2018 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman
Councillor Mrs M Roberts, Councillor Mrs V Wallington and
Councillor Mr C Hill
Mr C Stanley, Webmaster for part of the meeting

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were no Members of the Public present

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from County Councillor, Mr A Hills.

2. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

i) Updating of Declarations of Interest for the Code of Conduct

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

3. ACCEPTANCE OF MINUTES

Minutes 164 of the meeting held on 21 May 2018 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Saxby

Councillors agreed that in future the Clerk should send the draft minutes to all councillors who will read them and send details of any errors/omissions or amendments needed to the Clerk within one week. Provided she is in agreement, the Clerk will amend the draft copy.

Any errors/omissions or amendments that are brought to the attention of the Clerk and Councillors at a Parish Council meeting will be considered at that meeting and if correct will be noted in the minutes of that meeting.

4. PARISH COUNCIL WEBSITE

The following will be added to the Parish Council website:

Please Note: Minutes on this website and on the Parish Council notice board are posted prior to being ratified by the members of the Parish Council and as such are in draft form. Any errors/omissions or amendments required will appear in the following month's minutes.

Councillor Saxby can now update the website if necessary and will do so when the webmaster is on holiday.

Mr Stanley asked for more photographs to put on the website.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

The Standing Orders will be updated at the next meeting.

6. PUBLIC INTERVAL

There were no Members of the Public in attendance.

7. CHAIRMAN'S REPORT

Kathy Bugden, Rural Community Development Officer with Action with Communities in Rural Kent has reported that the pop-up coffee mornings have been very successful in Brookland and new dates have been added to their programme.

8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

Carers Support

NatWest re New Privacy Rules

Resident re dog fouling in the Cemetery

ssafa – the Armed Forces charity

Clerk and Councils Direct

Email Correspondence – all emails received by The Clerk are forwarded to all councillors with email

Councillors did not bring any emails to the attention of the meeting.

Bank Reconciliation

| | | | |
|------------------------|-----------------|------------------------|-----------------|
| Balance per Cash Book | | Balance at Bank | |
| Opening Balance | 53751.88 | Current Account | 52769.79 |
| Plus Receipts | <u>5000.29</u> | Plus u/c Receipts | <u>00.00</u> |
| | 58752.17 | | 52769.79 |
| Less Payments | <u>5901.06</u> | Less u/c Payments | <u>3243.19</u> |
| | 52851.11 | | 49526.60 |
| Less Earmarked Funds | <u>32440.93</u> | Plus Reserve Account | <u>3324.51</u> |
| AVAILABLE FUNDS | 20410.18 | | 52851.11 |
| | | Less Earmarked Funds | <u>32440.93</u> |
| | | AVAILABLE FUNDS | 20410.18 |

Accounts to be Paid

| PAYEE | CHQ NO | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|-----------------------------|--------|---|--------|-------|---------|
| Parish Clerk | 912 | Salary | 662.20 | | |
| | | Income Tax | 207.60 | | |
| | | Expenses | 8.10 | | |
| | | General Admin | 44.09 | 1.33 | 923.82 |
| M Coleman | 913 | Cemetery Grass | 300.00 | | |
| | | Weed Killing | 80.00 | | |
| | | Hedge Cutting | 100.00 | 96.00 | 576.00 |
| Parish Webmaster | 914 | Webmaster Services | 146.00 | | 146.00 |
| Trident Waste | 915 | Waste Clearance | 25.00 | 5.00 | 30.00 |
| Trident Waste | 916 | Waste Clearance | 25.00 | 5.00 | 30.00 |
| Marsh Harrier | 917 | Contribution to Publication Expenses | 200.00 | | 200.00 |
| Information Commissioner | 918 | Registration Fee | 40.00 | | 40.00 |

Proposed Councillor Saxby Seconded Councillor Roberts

Earmarked Funds

| | Balance 21 May 2018 | +/- June July | Balance 16 July 2018 |
|-------------------------------|---------------------------|---------------------|----------------------------|
| Youth Area Expenses | 1533.93 | | 1533.93 |
| Youth Area Rent | 100.00 | | 100.00 |
| War Memorial | 28.00 | | 28.00 |
| Notice Board | 1835.43 | | 1835.43 |
| Cemetery Maintenance | 23629.40 | | |
| Grass May | | 150.00 | |
| 1 st Weed Kill | | 80.00 | |
| Grass June | | 150.00 | |
| 1 st Hedge Cutting | | 100.00 | |
| Rubbish June | | 25.00 | |
| Rubbish July | | 25.00 | 23099.40 |
| Tree Maintenance | 3350.00 | | 3350.00 |
| Election Expenses | 2494.17 | | 2494.17 |
| TOTAL | 32970.93 | 530.00 | 32440.93 |

Data Protection

Councillors instructed the Clerk to register with the Information Commissioners Office. Payment of the fee agreed under Finance.

Adoption of Policies suggested by Satswana

Document Retention Policy

General Privacy Policy

Habitual Vexatious Complaints

Habitual Vexatious Complaints – Telephone

Staff Privacy Policy

And

The Data Processor Questionnaire sent to Mr Stanley, Mr Robbins and HMRC

The Privacy Notice – send to Funeral Directors

Resolution: Councillors unanimously agreed to adopt the above policies.

Proposed Councillor Saxby

Seconded Councillor Wallington

Risk Assessment

Councillor Wallington inspects the MUGA area on a weekly basis.

Councillor Saxby and Councillor Wallington will carry out a Risk Assessment on all the Council's assets by September

Insurance

We are in a Long-Term Agreement until May 2020.

Brack Lane

Councillor Hills, KCC, contacted the officer dealing with this, who informed him that there is still no change. The lane is still under 'temporary closure'. Concerning the

services running down the lane, BT Openreach insist that they need full access to service the poles along Brack Lane. In an emergency they are perfectly able to man-handle equipment down the lane, so are confident that the supply will be able to be maintained.

Natural England still inspects the badgers on a regular basis and they are still in residence. We have to accept that KCC does not have the budget to bring the road back to proper condition. Therefore, maybe we should consider a downgrade of the roads 'status' for example to a bridleway as a way forward.

9. **CEMETERY**
Request for Memorials

No requests received.

Refurbishment of Cemetery Gates

Nothing to report.

Dog Signs

Following a complaint from a member of the public, it was agreed to order 3 “No Dogs Except Guide Dogs” signs and a notice board on which to display a sign along with Councillor’s contact details.

Councillor Saxby will research signs and notice boards and liaise with the Councillors and The Clerk regarding the purchase prior to the next meeting.

Benches for Cemetery

Councillor Saxby will investigate suitable benches.

Cemetery Account

| | | |
|---------------------------|---------|-----------------|
| Opening Balance | | 22355.40 |
| Plus: | | |
| Budget 18/19 | 2060.00 | |
| Sale of Grave Spaces | | |
| Reservations | | |
| Internments | | |
| Memorials | | |
| Transfer of Deed of Grant | | 2060.00 |
| Less: | | 24415.40 |
| Grass Cutting | 600.00 | |
| Spraying Weeds | 80.00 | |
| Hedge Cutting | 100.00 | |
| Clearing Rubbish | 100.00 | |
| Solicitors Fees | 436.00 | 1316.00 |
| | | 23099.40 |

10. **YOUTH AREA**

Lease between The Crown Estates and The Parish Council

Nothing new to report.

MUGA Refurbishment

Nothing to report.

11. **PLANNING**

Please see attached list.

Any other matters related to Planning within the Parish

No other matters were brought to the attention of the meeting.

12. **VILLAGE RESPONSIBILITIES**

Nothing to report.

13. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Future agendas to include Requests for Financial Assistance, Items for Next Agenda

Adoption of Updated Standing Orders and Update on Marsh Forum

There being no other business the meeting closed at 7.59 pm.

SignedDate
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

JULY 2018

Y18/0822/FH Salters House, Salters Lane, Brookland, Romney Marsh, Kent
Erection of Single Storey Front Extension
Parish Council: No Comment

Decision Notices received from Folkestone & Hythe District Council

Y18/0263/SH Burvale Barnhouse Lane Brookland Romney Marsh Kent TN29 9TR
Erection of a first-floor extension and two-storey side and rear extension.
District Council: Approved with Conditions

Y18/0425/SH Listed building consent for structural alterations
Beckets Court, Beckett Road, Brookland Romney Marsh Kent TN29 9RZ
District Council: Approved with Conditions

Y18/0455/SH Springfield Farm Rye Road to Hook Wall Brookland Romney Marsh Kent
TN29 9TJ
Erection of a detached garage building (as alternative to that approved under
Y09/0478/SH and Y12/0004/NMC).
District Council: Approved with Conditions

Y18/0538/FH/AK Parish Farm, Rectory Lane, Brookland, Romney Marsh. Kent
Erection of single storey farm office building
District Council: Approved with Conditions

Y17/1291/SH Booker House Kennards Lane Brookland Romney Marsh Kent TN29 9RT
Erection of a porch to east elevation of dwelling, erection of a single storey
link extension between dwelling and outbuilding and single storey rear
extension to outbuilding together with the erection of a detached garage.
District Council: Approved with Conditions

Y17/1409/SH Land Adjacent Framlea Rye Road, Brookland, Kent
Hybrid application (part outline, part detailed) for up to 9 self/custom build
dwellings (outline element) with associated supporting road infrastructure,
access, open space and landscaping (detailed element).
District Council: Approved with Conditions